

# Hemswell Cliff Parish Council

**Minutes of the Ordinary Meeting of the Parish Council held on Monday 7 October 2019 in the Room of Requirement at Hemswell Cliff Primary School.**

**Present:** Councillors Prestwood (Chairman), Beevers, Hann, Kirman (Vice Chairman), Richardson and Sankey.

Parish Clerk H Reek

Members of the Public – none.

District Councillor Howitt-Cowan (Minutes 109 to 135)

Tracey Williams - HRC (Minutes 114 to 135 )

Minute Number	Item
<b><u>Procedural Items – items not requiring written notice</u></b>	
109/1920	<p><b>Apologies</b></p> <p>Apologies for absence and the reason received from Cllr Shaw were accepted.</p> <p>Apologies for absence were also received from County Councillor Perraton-Williams.</p>
110/1920	<p><b>Declarations of Interest</b></p> <p>Cllr Prestwood in accounts.</p>
111/1920	<p><b>Public Questions</b></p> <p>None</p>
112/1920	<p><b>Minutes of the Ordinary Parish Council Meeting held on Monday 2 September 2019</b></p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meeting be accepted as a true and proper record.</p> <p>All actions from the meeting had been actioned (Minute 104 refers) except for the following which was still work in progress:</p> <p>GP – Alter the benches.</p>

Minutes Verification. Signature: ..... Date: .....

<b>113/1920</b>	<p><b>Police, crime and anti-social behaviour update</b></p> <p>It was agreed that the Chairman would contact PC Toyn about rubbish that might be coming from the old community centre.</p>
<b>114/1920</b>	<p><b>District and County Council update</b></p> <p>Cllr Howitt-Cowan had circulated his report prior to the meeting. He added that Tom Clay, a former Clerk of this parish, had been appointed Gainsborough Town Clerk. He was also attending a meeting regarding potential new grain stores.</p> <p>Cllr Perraton-Williams had been engaging with the north highways team about the footpath on the A15.</p>
<b>115/1920</b>	<p><b>WLDC Officers' Report</b></p> <p>Shay Towns reported that Positive Futures have funded restart of Monday nights until December. The aim was to hand over the Monday night activity to the Youth Club. It was hoped that additional funding would be granted by the Police Commissioner from January 2020.</p> <p>The Parish Council had agreed some months ago, that they would agree to take over the play parks from HRC subject to certain conditions including adequate funding. This was not feasible so following discussion it was agreed that Shay, the Directors of HRC and some representatives of the parish council meet to discuss this issue.</p> <p>An audit of street lights was being carried out. Grant White was looking at the street light request near to the bus stop. Shay would find out progress.</p> <p>There will be some hedge cutting at the end of October and another cut in March.</p>
<b>116/1920</b>	<p><b>Update from the Ball Park Committee</b></p> <p>A Committee had met prior to this meeting. The Chairman reported that the annual Rospa inspection had been completed and the only issue related to signage around the Ball Park. He would get some quotes and report back to a future meeting. The volunteer litter pickers had also reported larger volumes of broken glass and apples.</p>
<b>117/1920</b>	<p><b>Chairman's remarks</b></p> <p>a) WLDC had written to the Parish Council asking for next year's provisional precept by the end of November. The Cllrs would</p>

	<p>be circulated with some information prior to the next meeting and this would be considered at the November meeting.</p> <p>b) A photograph was provided to Shay and Tracey of a damaged sign at the end of Gibson Road.</p> <p>c) The headteacher had also asked if anyone was interested in becoming a governor of the primary school.</p>
<b>118/1920</b>	<p><b>Clerk's report</b></p> <p>The Clerk would apply for a free copy of the register of electors when it was available in December.</p>
<b>119/1920</b>	<p><b>Parish Councillor update</b></p> <p><b>Cllrs Beevers, Kirman, Sankey and Richardson</b> All matters were considered else on the Agenda.</p> <p><b>Cllr Hann</b> There had been no further activity in relation to the Residents' Association.</p>
<b><u>Business Items – Items requiring written notice</u></b>	
<b>120/1920</b>	<p><b>Finances</b></p> <p><b>A) Payments for approval</b></p> <p><b>Resolved:</b></p> <p>That the following payments be approved, cheques drawn up after the meeting and electronic payments made by the Clerk where indicated (all costs include VAT where applicable):</p> <ol style="list-style-type: none"> <li>1) G Prestwood – 1&amp;1 IONOS mail box fees £5.97 (plus VAT)</li> <li>2) G Prestwood Fuel- £6.73 (inc.VAT)</li> <li>3) PKF Littlejohn £200 (plus VAT)</li> </ol> <p>Council noted that the following payments were made between the last meeting of Council and this one for contractual reasons, legal reasons, following a decision of Council or were made through delegated powers:</p> <ol style="list-style-type: none"> <li>1) H. Reek Clerk Pay for September – £266.83</li> <li>2) HMRC September – £66.80</li> <li>3) Glendale Managed Services - £155.08 (plus VAT)</li> </ol> <p><b>B) Budget 2019/20</b></p> <p>The budget monitoring for period 6 (September) had been emailed prior to the meeting. It set out the commitments and provided</p>

	<p>comprehensive information for Cllrs. The current budget position was noted.</p> <p><b>C) Budget 2018/19</b> The external auditor had now agreed the 2018/19 accounts. There was one error on the form where £100 of the money received in the precept was a grant from WLDC and needed to be entered on a separate line on the form. This would be corrected in future years.</p>
<b>121/1920</b>	<p><b>Planning Matters</b></p> <p>The Parish Council had been sent notification about one planning application to be determined WLDC. The Clerk was asked to submit a response by the deadline as follows:</p> <ul style="list-style-type: none"> <li>• PL 140039 Hangar No 2 Learoyd Road: Support the application but make an observation about graded cladding.</li> </ul> <p>It was also noted that there was also a further planning application namely PL 140039: Hemswell Court. This had previously be given planning permission but related to a condition around noise nuisance.</p>
<b>122/1920</b>	<p><b>Allotments</b></p> <p>Further checks of the drainage had been carried out and it was considered that there were no issues in the potential site for the allotment. The Clerk was asked to organise a meeting with those interested, the local person who had experience of managing allotments and Cllrs Prestwood and/or Kirman.</p>
<b>123/1920</b>	<p><b>Neighbourhood Plan</b></p> <p>Cllr Kirman reported the consultant from AECOM had visited the parish on 11 September. A representative from Open Plan and Connie and herself had met with him. He had sent the draft Call for Sites Assessment on 4 October. The Clerk was asked to seek an extension to the deadline for comments in order that the Neighbourhood Plan Committee could submit a response when it met on 21 October 2019.</p> <p>A Neighbourhood Plan Committee meeting had been held on 16 September 2019 and the outstanding actions had been identified and it had been made clear which organisation was responsible. Alan Robinson the Director of Governance at WLDC had attended.</p> <p>Cllr Kirman was writing the Green Space report, the Clerk was applying to localities for free packages of work and further grant funding. Open Plan would be drafting the Plan. It was estimated that the referendum would be held in April 2020. The Parish Council</p>

	<p>received assurance that the revised quote from Open Plan plus the free packages of work would be sufficient to complete the Plan.</p> <p>Cllr Hann, Connie and Mark Hurd had with Open Plan met with WLDC senior officers to discuss the masterplan and other issues. The Sergeant's Mess and businesses was discussed.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the quote by Open Plan of £4,950 be approved which was the allocation of the remaining basic grant.</p>
<b>124/1920</b>	<p><b>Local Plan</b></p> <p>Cllr Kirman reported that the Parish Council would need to be aware of the allocations in the Local Plan including those in neighbouring parishes.</p>
<b>125/1920</b>	<p><b>Village Signs</b></p> <p>The Clerk gave an update on costs and suppliers of signs from Lea, Brattleby and Glentworth.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the Clerk contact Ivy Designs, Allen signs and Elite signs for a quotation to replace the two village signs and report back.</p>
<b>126/1920</b>	<p><b>Tree Works</b></p> <p>The Clerk had identified a number of contractors as recommended by LCC and WLDC. The Chairman had also added to the list. The Chairman would provide maps of the trees to be included. It was also noted that WLDC had offered to include our trees in a forthcoming survey they were carrying out of all their trees.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the Clerk forward the list onto Cllr Shaw to organise site visits with selected contractors.</p>
<b>127/1920</b>	<p><b>Straw on the Road</b></p> <p>No issues in Hemswell Cliff had been reported though there was straw on the A15.</p>

<b>128/1920</b>	<p><b>Hemswell Market</b></p> <p>If there were any issues in relation to emergency vehicular access then this would need to be reported to the Health and Safety Executive. It was agreed to take no further action.</p>
<b>129/1920</b>	<p><b>RAF Hemswell Day</b></p> <p>As previously reported, the Vicar would conduct a service at 10am at the school with a wreath laying at the memorial at 11am. The Chairman would publicise the event on the Council's facebook page and website.</p> <p style="text-align: center;">RESOLVED:</p> <p>That five wreaths and 55 carnations be purchased from Flowers by Design at a cost of £125.</p>
<b>130/1920</b>	<p><b>Grounds Maintenance</b></p> <p>The Chairman reported that the County Council had offered the Parish to take on its grass cutting in Hemswell Cliff. Following a discussion about the costs it was agreed that it wasn't viable and that we would continue cutting the area around the memorial more frequently.</p>
<b>131/1920</b>	<p><b>Harpwell Hill Roundabout</b></p> <p>The Clerk was asked to report water on the road at the Harpwell Hill roundabout on the west side. It related to a drain not working properly.</p>
<b><u>Next Ordinary Meeting – items not requiring written notice</u></b>	
<b>132/1920</b>	<p><b>Items for inclusion on the next Ordinary Meeting agenda</b></p> <p>The following items are to appear on the agenda for the next Ordinary Meeting:</p> <ul style="list-style-type: none"> <li>• Precept</li> <li>• Allotments</li> <li>• Village Signs</li> <li>• Bus Shelter</li> <li>• Grit Bins</li> <li>• CILCA membership for the Clerk</li> <li>• Standard items for the Annual Parish Council meeting</li> </ul>

<b>133/1920</b>	<p><b>Actions to be undertaken before the Next Ordinary meeting</b></p> <p>GP/HR – Circulate draft budget information prior to the meeting to agree a provisional precept.  HR – Chase the street light request  GP – Alter the benches  GP – Speak to PC Toyn about the rubbish  HR – Organise an allotment meeting  HR – Seek quotes on signs  GP – Publicise RAF Hemswell Day  HR – Report the drainage on Harpswell Hill roundabout via the highways portal  HR – Send list of tree surgeons to Cllr Shaw  AS – Speak to GP about the tree maps and organise site visits  HR- submit comments on the WLDC planning applications  HR – Seek an extension for deadline of comments for the Call for Sites Assessment</p>
<b>134/1920</b>	<p><b>Date and time of the next Ordinary Meeting</b></p> <p>The date and time of the next Ordinary Meeting of the Parish Council was confirmed as Monday 4 November 2019, starting at 7:30pm. The will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>
<b>135/1920</b>	<p><b>Exemption</b></p> <p>RESOLVED:</p> <p>That the meeting move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the tenders.</p>
<b>136/1920</b>	<p><b>War Memorial</b></p> <p>The Chairman had sought quotes of methods of work in relation to the groundworks near to the war memorial.</p> <p><b>RESOLVED:</b></p> <p>That ACO Groundworks be awarded the work at a cost of £600 subject to the works being completed by 4 November and adequate public liability insurance.</p>
<b>137/1920</b>	<p><b>Bus Shelter</b></p> <p>The Clerk reported that LCC had approved a grant to cover the difference between the insurance and cost of replacing the new bus shelter. Quotes had been received for the works. The new shelter</p>

	<p>would be further back from the highway. The contractor would need to obtain a street works licence to work on the highway.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>(1) That ACE shelters be awarded the contract to remove the damaged bus shelter and replace it with a new one and the Clerk ensures compliance with the conditions stipulated by LCC.</p> <p>(2) That the detail of the shelter including the colour options be reported back to the next meeting.</p>
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**Meeting started at 7.30pm and closed at 9.40pm**

Document published on:

**Signed:** .....

**Print Name:** .....

**Date:** .....